

**CIVIL RIGHTS COMMISSION[161]**

**Adopted and Filed**

Pursuant to the authority of Iowa Code section 216.5, the Iowa Civil Rights Commission hereby amends Chapter 2, "General Definitions," Iowa Administrative Code.

These amendments define terms relating to a new form of filing documents with the Commission.

Notice of Intended Action for these amendments was published in the March 10, 2010, Iowa Administrative Bulletin as **ARC 8576B**. A public hearing was held on April 6, 2010. No one attended the hearing, and no written or oral comments were received. These amendments are identical to those published under Notice of Intended Action.

These amendments were adopted by the Iowa Civil Rights Commission on April 15, 2010.

These amendments are intended to implement 2009 Iowa Code Supplement sections 216.15(3) and 216.15(4).

These amendments will become effective on June 9, 2010.

The following amendments are adopted.

ITEM 1. Adopt the following new subrule 2.1(17):

**2.1(17)** The term "electronic filing" shall mean submission of documents via the online case management system established and utilized by the commission or via another online system. The commission may require proof to ensure the accuracy and validity of online filings, including additional written verification of the veracity and accuracy of documents filed online. Senders shall include in the subject line of the E-mail the case number, if one exists, and a brief description of the submission. Filings by E-mail must be delivered to a valid E-mail address of current commission staff.

ITEM 2. Adopt the following new subrule 2.1(18):

**2.1(18)** The term "electronic signature" shall mean that a person attests to the validity of the electronic documents. Electronic signatures accompany various forms of electronic submissions including, but not limited to, E-mails and submissions made online through the case management system. The commission may permit and accept electronic signatures in E-mails, depending on the type of document. An electronic signature in the case management system consists of a person's name typed and submitted into the designated field.

ITEM 3. Adopt the following new subrule 2.1(19):

**2.1(19)** The terms "written" and "in writing" shall mean the creation of words, phrases, or sentences by any means including, but not limited to, pen and paper, typewriter text, computer discs, computer text, electronic text and any other medium.

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